



POSITION DESCRIPTION ADMINISTRATION ASSISTANT - ATTENDANCE

Document Control and Change History

Created:	June 2023	Authorised	Principal
Reviewed		Authorised	Principal
Reviewed		Authorised	Principal



POSITION DESCRIPTION ADMINISTRATION ASSISTANT - ATTENDANCE

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title:

Administration Assistant - Attendance

Section/Department/Learning Area:

Administration / Corporate Services

Workload and Tenure:

Full-time (1.0FTE), 8am to 4pm, Monday to Friday

Fixed Term Appointment commencing as soon as possible to 22 September 2023.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Administration Assistant - Attendance position reports to the Administration and Health Centre Manager as part of the Administration team within the Corporate Services Department.

Section 6. Responsibilities and Duties

Overview

Reporting to the Administration Manager, this role provides administrative support to the College community. Representing the College to stakeholders, this role is a public face reflecting the College's Christian ethos and values to achieve its vision and mission.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices, and beliefs
- Building cooperative and supportive relationships with staff, students, and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association, and its ethos

Duties and Responsibilities

Your specific duties include but are not limited to:

Attendance

- Review and accept absentee notifications from parents/guardians into the College's School Management System (SMS)
- Liaising with and processing of information received from parents/guardians via emails, SMS, phone messages, and notes
- Entry of events and extra-curricular attendance entries within the SMS
- Entry of custom roll absentees that impact attendance entries within the SMS
- Initiation of the process to alert parents/guardians as to student absences
- Follow up with parents/guardians regarding unresolved absences
- Process any student sign-in & sign-out from the College using the SMS
- Daily reporting of roll errors and incomplete rolls to Administration Manager
- Initial location of absent students using the SMS modules
- Liaise with and report to Dean of Secondary and Associate Dean of Primary regarding student attendance issues
- Assist with annual and bi-annual State and Federal Census reporting
- Availability to join teaching staff off-site for large College activities (e.g. carnivals, Physical Education events) to process attendance in location

Administration

- Assist in Student Services and Reception (including availability for relief)
- Assist other administrative staff as required and as advised by Administration Manager
- Any other ad hoc tasks as required by Administration Manager

Workplace Health and Safety

- Comply with College policies and procedures, and take responsibility for self and others by complying with Workplace Health and Safety and Equal Opportunity requirements of the College.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship, or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles, and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Display discretion, confidentiality and integrity between students, parents, and the wider community.
2. Highly developed written and verbal communication skills.
3. Outstanding interpersonal skills to professionally represent the College to students, parents and the community ensuring a consistent customer service focus.
4. Ability to ensure data integrity through demonstrated attention to detail and quality data input.
5. Demonstrate developed organisational skills and administration skills within the MS Office product suite and working within general office procedures.
6. Contribute consistently as a team member whilst also being a self-starter displaying initiative and responsibility.

Desirable

1. Experience with TASS (the College's SMS)
2. Current First Aid certificate
3. Previous experience in a school environment

Section 8. Application

Full details are available on the College [website](#). Enquiries can be made to the Human Resources Manager on 9302 8777 or HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon Thursday 15 June 2023

**Peter Burton, Principal
May 2023**